

**Office of Planning, Washington, DC
2010 Summer Internship Work Plan**

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| Area of Specialization: | Archaeology, GIS |
| Work Topic: | Archaeology GIS Internship |
| Deliverables: | DC Archaeological Spatial Geodatabase DC Archaeological Probability Layer DC Archaeological Site Polygon Layer DC Historic Cemetery Polygon Layer |
| Application Submission Deadline: | Friday, April 2, 2010 |
| Dates of Internship: | May – August, 2010 (4 weeks full-time, 8 weeks half-time) |
| Minimum Hours/Week: | 20 hours/week (160 hour total) |
| Compensation: | This is an unpaid internship. OP is willing to host students enrolled in a class for academic credit. Please provide required documents for program |
| Supervisor: | Ruth Trocolli/Ann Brockett |

Work Description:

The City Archaeologist maintains data on the District's archaeological resources data to meet federal requirements for the Historic Preservation Office's (HPO) function as the State Historic Preservation Office. The data guide review of Section 106 and District undertakings, and in planning, preservation, education, and outreach efforts by the HPO and the Office of Planning (OP). The archaeological site data have been entered into GIS but additional modules and improvements are needed to integrate current data layers into a geodatabase, increase the information in GIS on the identified resources including archaeological site polygons, update and integrate the archaeological probability model into the geodatabase, and create links to survey reports and site forms.

Completion of this internship will provide real-world experience in preparing GIS projects and data management for an advanced GIS user with a background in archaeology. These skills are in demand in every city, county, state, and federal agency that uses GIS data, as well as in the private sector where GIS databases are often contract deliverables. The intern will work closely with the City Archaeologist, HPO staff and History Team members, and consult with the OP GIS staff.

The intern will be responsible for the following tasks:

- Create a spatial geodatabase to OP standards and add existing archaeological data layers and shapefiles and update metadata.
- Create a DC Archaeological Site Polygon Layer in the geodatabase using data from site forms and survey reports on file in the HPO.
- Create a DC Historic Cemetery Polygon Layer for the cemeteries in the HPO History Team's cemetery database using historic maps and records provided by the History Team.
- Create a DC Archaeological Probability Layer in the geodatabase using existing probability model. It may be necessary to update the existing Historic Stream data layer.

- Add links to the geodatabase for the PDF files of the archaeological survey reports and site forms.
- Prepare a “User’s Guide” Handout for HPO staff on using the archaeological GIS.
- Prepare a short summary report outlining why specific decisions were made, who was consulted for advice, data sources used, and other information necessary for data maintenance.
- Present results of project to HPO, and/or OP at a staff meeting or brown bag event.

Applicants should have completed a Bachelor’s degree in archaeology, anthropology, geography or closely related field AND have had at least 6 course hours instruction in GIS using ArcGIS/ArcMap/ArcCatalog.

If you are interested in this internship experience, you must complete and submit internship application no later than Friday, April 2, 2010. Resumes will not be accepted without a completed application.

PLEASE NOTE: Applications will not be accepted after Friday, April 2, 2010.

Application can be found at:

<http://planning.dc.gov/planning/frames.asp?doc=/planning/lib/planning/internship/blankopinternapplication.pdf>

Be sure to note on your application that you are interested in the: “Archaeology GIS Internship” Internship.